



## AMANI MOHAMED THAHA

Dubai, United Arab Emirates

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Mob: +971509398485

### Personal Information

Nationality : Indian  
Age & DOB : 25,15/01/1996  
Marital Status : Married  
Gender : Female  
Religion : Islam  
Passport No : L7601803  
Visa Status : Spouse Visa

Languages Known:  
English, Hindi & Malayalam

### Computer Exposure

- Accounting System
- Operating System
- Tally ERP 9 and Peachtree
- Windows 7 and XP
- Microsoft Office 2010
- Productivity Tools

### Skills

Good accounting skills.  
Good reporting skills.  
Strong in mathematics and statistics.  
Deadline-oriented.  
Excellent communication.  
Able to work with under pressure.  
Capable for problem solving.  
Attention to detail accuracy.

### Career Objective

To work independently and to achieve the organizational goal in a team environment and individually to grow up in a decisive, determined and self-motivated manner. To offer a dedicated mind in order to ensure smooth and effective functioning of Accounts department.

### Professional Summary

**Accountant** with Two years of experience in Accounting and tax functions. Excellent exposure and knowledge in computerized Accounting systems including Tally ERP and Peachtree.

### Qualification

- Post Graduate Mcom Finance(2016-2018)
- Graduate in Commerce B Com (Rank Holder)  
Jamia Hamdard, Delhi University, India.  
Year 2013-2016

### Areas of Expertise(Accounts)

- Finalization of Accounts
- Liaison with Auditors
- Advises for Proper Ledger System, Stock Systems etc.
- Liaison with Banks
- Verification of Payroll Systems
- Bank Reconciliation
- VAT Return

### Professional Experience

- **Accounts Assistant**  
**MM Shopping Complex**  
Kannur, Kerala(2019-2020)
- **Accountant**  
**Iknamart Technologies Pvt Ltd**  
Bangalore (2018-2019)

### Responsibilities:

- Assisting Senior Accountant including book keeping, physical stock taking and reconciliation, weekly MIS reports and preparation of monthly P&Ls and other accounting tasks.
- Liaison with External Auditor.
- Analyzing of Internal control system, Tax planning guidelines etc.
- Handling the full control of invoices, verification of physical stocks, issue payment vouchers, receipts, petty cash vouchers and monthly payroll.
- Preparation of ageing, receivable follow-ups, updating the status report. Payables reporting and subsequent monitoring for timely settlements.
- Preparing bank slips and deposit to the bank.
- Drafting cover letters to the clients and suppliers, responsible for the general office administration including answering to office calls.
- Internal and external email correspondence using Microsoft Outlook.

### Declaration

I hereby declared that, the above-mentioned information's is true and accurate to the best of my knowledge and believes.

**AMANI MOHAMED THAHA**